

# Health Care Providers:

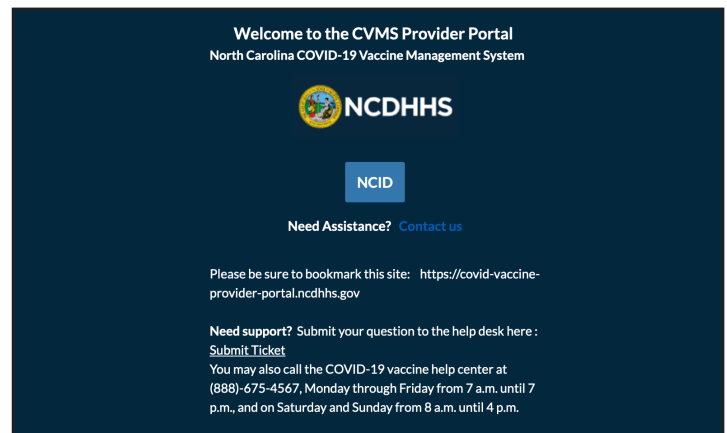
## How to View a Recipient's COVID-19 Vaccination Information in the CVMS

YOU HAVE A **SPOT.** | TAKE YOUR **SHOT.**

### 1 Go to the COVID-19 Vaccine Management System (CVMS) Provider Portal

Go to <https://covid-vaccine-provider-portal.ncdhhs.gov>.

Be sure you are using the latest version of your web browser. The CVMS Provider Portal does not work in Internet Explorer or older Microsoft Edge browsers.



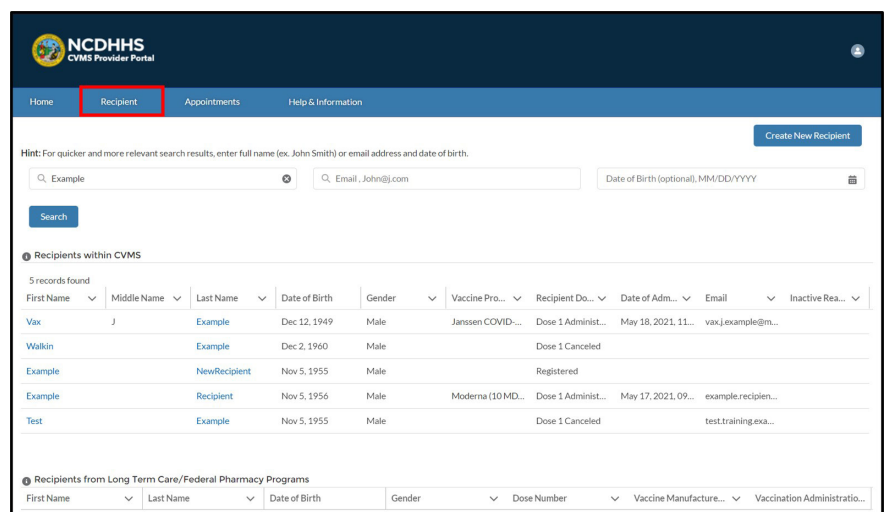
### 2 Login to the CVMS Provider Portal

- Click "NCID" to access the login page, then enter your NCID and password.
- After logging in, the CVMS Provider Portal Homepage appears.



### 3 Go to Recipient Tab

On the CVMS Provider Portal Homepage, click the "Recipient Tab," which is the second tab found in the top navigation bar.



## 4 Find the Recipient's Account

Type the recipient's name in the search box and click "Search."

Select the recipient's name from the list to open the recipient's "Person Account."

Hint: For quicker and more relevant search results, enter full name (ex. John Smith) or email address and date of birth.

Search:  Date of Birth (optional): MM/DD/YYYY

Search

Recipients within CVMS

5 records found

First Name	Middle Name	Last Name	Date of Birth	Gender	Vaccine Pro...	Recipient Do...	Date of Adm...	Email	Inactive Rea...
Vax	J	Example	Dec 12, 1949	Male	Janssen COVID...	Dose 1 Administ...	May 18, 2021, 11...	vax.j.example@m...	
Wahin	Example	Example	Dec 2, 1960	Male		Dose 1 Cancelled			
Example	NewRecipient	Example	Nov 5, 1955	Male		Registered			
Example	Recipient	Example	Nov 5, 1956	Male	Moderna (10 MD...	Dose 1 Administ...	May 17, 2021, 09...	example.recipien...	
Test	Example	Example	Nov 5, 1955	Male		Dose 1 Cancelled		test.training.exa...	

Recipients from Long Term Care/Federal Pharmacy Programs

First Name	Last Name	Date of Birth	Gender	Dose Number	Vaccine Manufacture...	Vaccination Administra...
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## 5 Download or Print Your Vaccine Information

On the "Person Account" page, click on "Generate Vaccine Information PDF."

If a recipient has received no vaccinations and you try to click the "Generate Vaccine Information PDF" button, there will be an error.

A PDF with a QR code will either download to your device or open in another tab of your browser. If it opens in another tab, use the Download feature of your browser to save a copy or the Print feature to print a copy, typically found in the top right of browsers.

If you do not have Adobe Acrobat, you can take a screenshot of the vaccine information on the newly-opened browser tab. Instructions on how to take a screenshot will vary depending on the type of device you are using.

Person Account: Vax J Example

Register Schedule First Dose Appointment Generate Vaccine Information PDF

Birthdate: 12/12/1949 Gender: Male Mobile: Email: vax.j.example@mailinator.com Recipient Dose Status: Dose 1 Administered

North Carolina COVID-19 Vaccination Information

Vax J Example  
Date of Birth: 12/12/1949

Vaccination Information PDF Generated: 05/25/2021

Date Admin	Dose Number / Series	Vaccine Product / Manufacturer	Lot Number	Administered by
05/18/2021	1 of 1	Janssen Products, LP	789	Solutions Loc1

Scan the QR Code provided below

Administering Provider Dose 1  
Solutions Loc1  
111 Vaccine Way  
Raleigh, North Carolina 27606  
Phone Number:

COVID-19 vaccine information contained within this document was generated from the NC COVID-19 Vaccine Management System (CVMS). This document contains confidential health information and is intended for the vaccine recipient's use only.

**Need additional help? Contact the COVID-19 Vaccine Help Center at (888) 675-4567 from 7 a.m. to 7 p.m. Monday-Friday and 8 a.m. to 4 p.m. Saturday-Sunday.**